

# BE IN THE KNOW. ENSURE ACCURACY. FOLLOW THESE PROCEDURES WHEN OPENING THE POLLS.

## PROCESS OVERVIEW

The Chief or Assistant Chief Officer and one Election Officer are responsible for setting up the ExpressVote. Once the setup process begins, one officer should remain stationed with the ExpressVote for the remainder of Election Day. If Poll Watchers are present, invite them to observe the opening procedures, as they are performed.

## PREPARING EXPRESSVOTE

Remove black padded carrying case (ExpressVote and device peripherals are inside case) from voting machine cart. Place case on accessible table and provide a chair for voters.



Remove ExpressVote, headphones and keypad from main compartment of black padded carrying case. Remove power cord from side compartment of case, then return case to voting machine cart.



Plug power cord into power strip, then into AC outlet. Plug other end of power cord into power connection port on back of ExpressVote. Insert cord until you hear a click to ensure cord is secure.



## OPENING EXPRESSVOTE

Lift out and extend the metal prop bar on back of ExpressVote. Position device so that it rests in an upright position at a slight angle.



Open Access Door on left side of ExpressVote with black barrel key. Verify keypad is plugged into the keypad port. Place headphones and keypad on table so they are accessible for voters.



Verify mode switch is set to **Voter**, then flip power switch to **On**. ExpressVote powers on and boots up (device takes approximately three minutes to fully power on).



## ACTIVATING EXPRESSVOTE

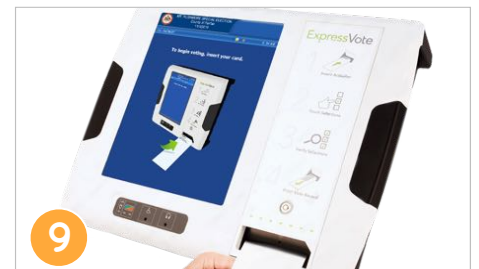
After the system initializes, enter Election Security Code. Work as a team: one officer enters code as other officer watches screen to avoid inadvertent entries. Touch **Accept**.



Verify precinct number and name on screen is correct and unit is receiving power. Touch **Ok**. Place keypad cord so it threads through circular opening at top of Access Door. Close and relock door.



Place a privacy booth around ExpressVote and position screen so it is facing away from public view. ExpressVote is now ready for use.



# BE IN THE KNOW. ENSURE ACCURACY. FOLLOW THESE PROCEDURES WHEN CLOSING THE POLLS.

## PROCESS OVERVIEW

The Chief or Assistant Chief Officer and one Election Officer are responsible for shutting down the ExpressVote. Once the closing process begins, one officer should remain stationed with the ExpressVote until it is secured. If Poll Watchers are present, invite them to observe the closing procedures, as they are performed.

## CLOSING EXPRESSVOTE

Remove ExpressVote from privacy booth. Open Access Door with black barrel key, and flip power switch to **Off**. ExpressVote powers down (device takes approximately three minutes to fully power off).



Do not remove memory device from ExpressVote (this step differs from DS200). Position keypad so it threads through circular opening at top of Access Door. Close and relock door.



Close metal prop bar on back of ExpressVote and position device so it rests in an upright position on its base.



Unplug power cord from power connection port on back of ExpressVote. Pull release latch on cord to remove. Unplug power cord from power strip, then from AC outlet. Return power strip to canvas bag.



Place ExpressVote, headphones and keypad into main compartment of black padded carrying case. Place power cord into side compartment of case, then return case to voting machine cart.

